



MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT 7.00 P.M.  
ON THURSDAY 16 MAY 2019  
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr E Townsend\* (Chairman of the Council)  
Cllr A Richardson\* (Vice Chairman of the Council)  
Cllr J Betts\*  
Cllr R Burbridge\*  
Cllr R Cole\*  
Cllr S Jeacock\*  
Cllr D Nicholas\*  
Cllr H Nicholson\*  
Cllr N Sanctuary\*  
Cllr M Scully  
Cllr R Tyler\*  
Cllr G Worthington\*

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Cllr A Povey (SCC), Cllr R Reed (WBC), two members of the public.

1. ELECTION OF CHAIRMAN

Cllr A Richardson nominated Cllr E Townsend as Chairman of the Council, which was AGREED UNANIMOUSLY. Cllr E Townsend signed her declaration of acceptance of office and took the chair.

2. ELECTION OF CHAIRMAN

Cllr E Townsend nominated Cllr A Richardson as Vice Chairman of the Council, which was AGREED UNANIMOUSLY. Cllr A Richardson signed her declaration of acceptance of office.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

4. PUBLIC SESSION

There were no members of the public who wished to speak.

5. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr R Cole declared that he is a Waverley Borough Councillor.
- Cllr D Nicholas declared an interest as a member of the Football Club.
- Cllr S Jeacock declared an interest as a former neighbour of CVHT.
- The Clerk reported that a Trustee of CVHT has mentioned recently in an email that there is a familial link between her stepfather and the extended family of one of the Trustees of CVHT. The exact link in the family tree is unclear and unknown, and would be a very tenuous distant family link. The Clerk has no contact with any of her stepfather's family but wished to declare this tenuous personal connection and have it recorded on public record.

## 6. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 18 April 2019, having previously been circulated, were AGREED and signed by the Chairman as a true record.

## 7. CHAIRMANS REPORT

The Council NOTED the Chairman's report:

- The Chairman welcomed the new Council.
- The Chairman asked for the NALC Star Council Awards to be added to the agenda for the June meeting.
- From 07 May the Cranleigh Community Recycling Centre will no longer take black bag waste, and from 03 June will introduce some charging.
- The tree work in Knowle Lane is connected to the Knowle Park parkland and is being done in conjunction with SCC to create a pavement along Knowle Lane from the crossing point to the High Street.
- The licensing application for 1170 will be heard on Monday 20 May 2019.
- The Chairman attended the Mayor's dinner at Godalming Town Council, the Lions annual dinner and the Green Flag inspection of Summerlands Green.
- The Chairman will be attending the X-Ray department launch event for the new equipment on 24 May 2019.
- Work will start on the repair of the Fountain memorial in the last week of May 2019.
- Cllrs A Richardson and E Townsend attended the tour of the Council's properties last week.
- The Centenary Garden is looking beautiful.
- The Youth Council held their annual meeting to elect Chairman, Vice Chairman and Clerk. Some members of the Youth Council received the Community Safety Award from the Surrey Deputy Lieutenant.
- Cllr A Richardson reminded Councillors about the Cancer Research Relay for Life 22/23 June 2019.

## 8. CLERK'S REPORT

The Council NOTED the Clerk's report:

- The Council wrote to Rt Hon Anne Milton MP to request an agenda item for the next Flood Forum meeting to request an independent test of a section of Cranleigh's asbestos drinking water pipes under laboratory conditions to assess the size and quantity of asbestos fibre release under burst conditions. Sarah Coleby replied to say that she thinks that Anne will be disappointed that the Parish Council did not mention to her their plans for this meeting, she might have liked the opportunity to input. As those on the PC who were at the Forum will know, including Liz Townsend, there is indeed a request in to Thames Water to test a piece of pipe under burst conditions, and of course Anne will share the response when she gets this. In addition, Anne has removed this issue from the Forum because it has become a larger item than the others and only really needs the attention of Thames Water and not the other agencies and authorities who attend to talk about flooding. She will continue to report back to the Forum. She has been awaiting several responses, and will then meet Cllr Townsend, Adrian Clarke and the Chief Exec of Waverley Borough Council to discuss the way forward.
- The Clerk confirmed to Waverley Borough Council that the Parish Council did not have a representative to attend the Licensing Hearing for the Cranleigh Folk Festival. A Licensing Officer contacted the Clerk and asked if he could come to this Parish Council meeting to discuss the application. The Clerk advised that unless there is new information, the Parish Council is unable to change its resolution and submitted comments.
- The Police have confirmed that Parish Council CCTV has assisted with: evidence for High Street hit and run, High Street catapult incidents, anti-social driving at Snoxhall Fields, ASB at Snoxhall Fields.

- The High Street flowerbed wall has been repaired.
- The Surrey Police drop in was very busy.
- The Parish Council has purchased the green storage container from Greenways Nursery.
- Thank you to work experience person for watering the new shrubs, hedges and trees at the cemetery whilst the Sexton has been absent. The Council AGREED for a voucher in appreciation of his voluntary effort to be given to him.
- The Clerk asked Councillors to water the Council's hanging baskets at weekends.

#### 9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The Council NOTED the following report from Cllr A Povey:

- The Parish Council is invited to send a representative to a meeting of the Cranleigh Community Recycling Centre Task Group on 04/05 June 2019. The Task Group has established that the Cranleigh site is not large enough for chargeable items and these will need to be taken to Witley. The Task Group will report to Cabinet in September.
- SCC has formed a Highways Task Group with the Chamber of Commerce to investigate the purpose of Cranleigh High Street: traffic, retail and social following on from the previous Healthcheck. He said one member of the Parish Council will be invited to join the Task Group to look at ways of reducing traffic flow in the High Street and re-routing it elsewhere.
- The primary school planning application will be determined by Committee in June. Members of the public will need to book a speaking slot.

The Council NOTED the following report from Cllr R Reed:

- There is s106 funding from Swallowhurst for the new primary school.
- There is no overall political control at WBC.

The Council NOTED the following report from Cllr R Cole:

- The membership of Committees at WBC is not yet known.

#### 10. MINUTES OF COMMITTEES

- The Minutes of the Finance Committee meeting held on 28 February 2019 were RECEIVED.
- The Minutes of the Personnel Committee meeting held on 28 February 2019 were RECEIVED.
- The Minutes of the Planning Committee meeting held on 15 April 2019 were RECEIVED.

#### 11. COUNCIL STRUCTURE

- The Council AGREED to disband the Property and Asset Committee and to absorb the work into full Council as a trial for six months.
- The Council updated the Terms of Reference for the Finance Committee to remove the Chairman of the Property and Asset Committee and increase the Parish Councillor members from 2 to 3.
- The Council AGREED the Terms of Reference for the Committees and delegated powers to Committees.
- The Council AGREED the Committee and Outside Bodies appointments in Appendix 1.
- The Council had requested an observer for Chamber of Commerce meetings, but the Chamber of Commerce replied that they do not have observers.
- Cllr N Sanctuary will attend the Vallendar Friendship Club meeting in June.

#### 12. CALENDAR OF MEETINGS

- The Council AGREED the calendar of meetings for 2019 - 20 with the amendment to remove the Property and Asset Committee and delegated authority to the Clerk to amend the calendar as and when necessary.
- The Monitoring Officer will be delivering Standards Committee training on Thursday 04 July 2019 at 7.00pm in the Council Office.

**13. COUNCIL POLICIES AND PROCEDURES**

The Council AGREED the review of the following Council policies and procedures in accordance with Standing Order 5j:

- Standing Orders
- Financial Regulations
- Code of Practice for Handling Complaints
- Fixed Asset Register
- Insurance Schedule
- Publication Scheme for the Freedom of Information Act 2000
- Press Policy – amended to replace Assistant Clerk with Admin Clerk.

**14. GENERAL POWER COMPETENCE**

Part 1 of the Localism Act 2011 applies a general power of competence to local authorities in England. Section 1 (1) of the Act provides that “a local authority has power to do anything that individuals generally may do”. The power extends to ‘eligible’ parish councils. Under the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* (SI 2012/965), an ‘eligible’ parish council is one in which at least two-thirds of the members have been elected (i.e. not co-opted) and it has a qualified Clerk. The Council CONFIRMED that it meets the prescribed conditions namely that the whole Council was elected on 02 May 2019 and the Council employs a qualified Clerk who holds the AQA Certificate in Local Council Administration and module 7 of CiLCA 2012. The Council RESOLVED to adopt the General Power of Competence.

**15. OUTSIDE BODIES**

Cllr R Cole will send a report from the recent CAGNE meeting.

**16. FINANCIAL MATTERS**

1. The expenditure list to 16 May 2019 was circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs D Nicholas and G Worthington signed the cheques.
2. The bank reconciliation to 30 April 2019 was AGREED and signed by Cllr S Jeacock.
3. The cashbook reconciliation to 30 April 2019 was AGREED and signed by the Chairman.
4. The Council AGREED to remove K Fernandes from bank mandate and to add Cllr N Sanctuary.
5. The Council ADOPTED the Risk Management Policy and Generic Risk Assessment.
6. The Council AGREED the Internal Audit report 01/04/18 – 31/03/19.
7. The Council AGREED the report on the effectiveness of the Internal Audit by Cllrs A Richardson and E Townsend.
8. The Parish Council APPROVED the annual governance statement for the Annual Return for financial year 01/04/18 – 31/03/19.
9. The Parish Council APPROVED the accounting statements for the Annual Return for financial year 01/04/18 – 31/03/19.
10. The Council AGREED the recommendation of the Finance Committee to move the funds from the alarm, ditch and broadband reserves to the general reserve.
11. For financial year 01/04/18 – 31/03/19, the charity has given up its right to income through the Service Level Agreement, however the Council AGREED to transfer the sum of £9,904 car park income to the Snoxhall Fields charity.
12. The Council AGREED to purchase Omega accounting software for the sum of £150 + VAT for the Snoxhall Fields charity accounts. The Council AGREED to appoint a consultant to move the data over to the new setup and provide onsite training for the sum of £399 + VAT plus mileage.

- 17. LOCAL AUTHORITY LAND REGISTER  
The Council ADOPTED the Local Authority Land Register including the Fields in Trust Deeds of Dedication.
  
- 18. GENERAL DATA PROTECTION REGULATIONS 2019  
The Council AGREED to appoint GDPR-Info for the sum of £525 + VAT to provide Data Protection officer service 09/07/19 – 08/07/20.
  
- 19. CODE OF CONDUCT  
The Council AGREED to adopt the revised model Code of Conduct provided by Waverley Brough Council, and refer to the Parish Council’s adopted Dispensation Scheme.
  
- 20. NEIGHBOURHOOD PLAN  
The Council delegated authority to the Clerk to arrange the next Committee meeting in one month’s time.
  
- 21. CRANLEIGH VILLAGE HOSPITAL TRUST  
The Council discussed the questions from a member of the public. The Council commented that it is only a consultee in planning matters, it is not a planning authority. The Parish Council had facilitated the Parish Meeting under its statutory duty and provided a presentation at the meeting which is on its website. The Council delegated authority to Cllr R Cole to draft a response for circulation to all Councillors and submission by the Clerk.
  
- 22. ASBESTOS PIPES  
The Clerk has requested advice from Thames Water on what action members of the public should take in pipe burst incidents. Thames Water has acknowledged the request but not yet replied. The Clerk will chase a response.
  
- 23. HIGH STREET LITTER BINS  
The Council delegated authority to the Clerk to make an application for PIC funding of the bins marked on the map and any further open topped bins in the High Street.
  
- 24. YOUTH CENTRE  
This item was considered in private and confidential session: reason – commercial in confidence. The Council AGREED to appoint a contractor to replace the broken window at the Youth Centre and for the Clerk to submit an insurance claim.
  
- 25. STAFF STRUCTURE  
This item was considered in private and confidential session: reason – staff in confidence. The Council AGREED to offer the post of Admin Clerk for Finance and Property to one of the candidates.
  
- 26. DATE OF NEXT MEETING  
Thursday 20 June 2019. The meeting closed at 9.36pm

Signature.....

Date.....

## Appendix 1

<b>CRANLEIGH PARISH COUNCIL - STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2019/20</b>				
<b>Parish Council</b>	<b>Finance Committee (Max. 7)</b>	<b>Planning Committee (Max. 12)</b>	<b>Personnel Committee (Max. 5)</b>	<b>Neighbourhood Plan Committee (Max.6)</b>
James Betts	Richard Cole	James Betts	Rosemary Burbridge	James Betts
Rosemary Burbridge	Dave Nicholas	Rosemary Burbridge	Richard Cole	Steve Jeacock
Richard Cole	Angela Richardson	Richard Cole	Steve Jeacock	Hannah Nicholson
Steve Jeacock	Nigel Sanctuary	Dave Nicholas	Angela Richardson	Angela Richardson
Dave Nicholas	Liz Townsend	Hannah Nicholson	Rowena Tyler	Liz Townsend
Hannah Nicholson	Ch Neighbourhood Plan Ctte	Angela Richardson		
Angela Richardson**	Ch Planning Ctte	Nigel Sanctuary		
Nigel Sanctuary		Rowena Tyler		
Mark Scully		George Worthington		
Liz Townsend*				Non-Councillor Members:
Rowena Tyler				Philip Townsend
George Worthington				
<b>* Chairman</b>				
<b>** Vice Chairman</b>				
<b>PARISH COUNCIL OBSERVERS</b>		<b>Observer</b>	<b>Deputy</b>	
Cranleigh Arts Centre		Rowena Tyler	Nigel Sanctuary	
Cranleigh Brick and Tile Liaison Group		Nigel Sanctuary	Rowena Tyler	
Cranleigh Community Fund		Rosemary Burbridge		
Cranleigh in Bloom		Rosemary Burbridge, Angela Richardson		
Cranleigh Flood Forum		Steve Jeacock, Angela Richardson, Liz Townsend		
Cranleigh Library		Rosemary Burbridge		
Cranleigh Networking Group		Rowena Tyler, Liz Townsend		
Cranleigh Vallendar Club		Nigel Sanctuary		
Cranleigh Neighbourhood Watch		James Betts		
Dementia Friendly Cranleigh		Rowena Tyler		
Gatwick - CAGNE		Richard Cole		
Internal Audit		Angela Richardson, Liz Townsend		
Remembrance Day		Angela Richardson, Liz Townsend		
SSALC		Angela Richardson, Liz Townsend		
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend		Liz Townsend	Rowena Tyler	
Waverley Cycle Forum		Dave Nicholas, George Worthington		
WBC Town and Parish Planning Forum		James Betts, Steve Jeacock, Angela Richardson, Liz Townsend.		
Wey & Arun Canal		James Betts, Rosemary Burbridge		
Youth Council		Beverley Bell, Angela Richardson, Nigel Sanctuary, Liz Townsend, Rowena Tyler		
Henry Smith Charity - 2 Councillors + 3 independent members		Rosemary Burbridge	Angela Richardson	
		<b>Brian Arendell</b>	<b>Brian Cheesman</b>	<b>Roy Glasper</b>
<b>If you cannot attend a meeting please ensure that you alert either the deputy or the office so that Parish Council Representation is ensured.</b>				
<b>WORKING GROUPS</b>				
Challenger	Task related working group	R Burbridge, A Richardson, N Sanctuary		
Centenary Gardens Management Group	Task related working group	Cllrs J Betts, H Nicholson, A Richardson, E Townsend and Brian Freeston, Micki Marks, Andy Bamford, Gwyn Bullen, Gill Ford, Mike Ford, Joy Horn.		
Leisure Working Party	Task related working group	Cllrs J Betts, S Jeacock, D Nicholas, A Richardson, E Townsend		
Recreation Users Group	Task related working group	Cllrs D Nicholas, E Townsend, G Worthington		
Meeting with Civic Society and WBC	Task related working group	Cllrs R Burbridge, S Jeacock, A Richardson, E Townsend, R Tyler		

Updated 16 May 2019